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PURCHASING USER MANUAL

CREATING REQUISITION OR PURCHASE ORDER DEPARTMENTS

REQUISITION DEPARTMENTS

A department is a group of users organized however an agency wishes – e.g., by the agency's organizational structure, by function, by location, etc. A requisition assigned to a department can then be easily found by the users. The users can be made up of requesters, requisition approvers, or purchasers. If you also choose to restrict approvals by department (on the **Agency** screen), then approvers can approve only those requisitions assigned to their department(s). Requisition departments are not required unless you want requisition numbers automatically assigned. If no requisition department is created, requisition numbers must be entered manually.

In addition you can choose to restrict requisition approvals by department, meaning that approvers can approve only those requisitions that are assigned to their department.

PURCHASE ORDER DEPARTMENTS

Similar to requisition departments, purchase order departments can be organized however an agency wishes. Purchase orders can then be assigned to departments so they are organized or categorized them for your purchasers. Purchase Order departments are not required unless you want purchase order numbers automatically assigned. If no purchase order department is created, purchase order numbers must be entered manually.

Requisitions are already approved by the time a purchase order is created. Thus, purchase order approval is an optional process that agencies can use as one final approval step. Purchase orders do not use workflows for the approval process. Rather, users are simply assigned as 'PO Approver'. If your agency decides to require purchase order approvals, you must enable **PO Approver Required** on the **Agency** screen and assign a user(s) as **PO Approver** on the **User Maint** screen.

TO CREATE A REQUISITION OR PURCHASE ORDER DEPARTMENT

Departments can be created according to the agency's organizational structure, function, location, etc. A requisition or purchase order assigned to a department can then be easily found. If you also choose to restrict approvals by department, then approvers can approve only those requisitions assigned to their department(s). You must create a department if

Purchasing User Manual Rev. Date: 08/05/2008 you want to automatically assign requisition or purchase order numbers. Otherwise, departments are not required.

- 1. Click the **Agency** tab and then click the **Department** tab.
- 2. Select either **Req Departments** or **PO Departments**.
- 3. Type a three character department code in the **Code** field.
- 4. Type a name for the department in the **Department** field.
- 5. Check the **Auto** check box to enable automatic numbering for requisitions and/or purchase orders. Leave unchecked and requisition or purchase order numbers will have to be entered manually.
- 6. Enter the automatic numbering format according to the **Format notes**. See the <u>Automatic Numbering Format</u> section below.
- 7. Click **Add**.

Figure 1 - Add a Department

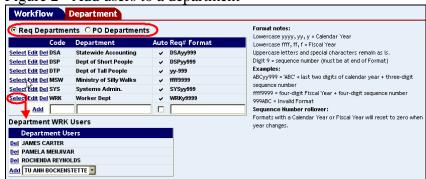


TO ADD USERS TO A DEPARTMENT

Users not added to any departments have access to all departments. To add users to specific departments:

- 1. Select either **Req Departments** or **PO Departments**.
- 2. Click **Select** next to a **Department**.
- 3. Choose a user's name from the drop down menu.
- 4. Click **Add**. NOTE: You can also add users to departments on the **User Maint** screen

Figure 2 - Add users to a department

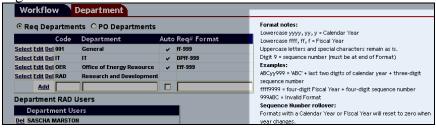


AUTOMATIC NUMBERING FORMAT FOR REQUISITIONS OR PURCHASE ORDERS

When automatic numbering is enabled, requisition or purchase order numbers are automatically generated when the requisition is marked as "Itemize Complete" or when the purchase order is marked as "Ordered". If no requisition or purchase order department is created, requisition or purchase order numbers must be entered manually.

You must specify the format of the automatically generated numbers. The **Format notes** legend on the **Departments** tab defines the variables to use for the automatic numbering.

Figure 3 – Format notes



Format notes:

- Lowercase yyyy, yy, y = Calendar Year
- Lowercase ffff, ff, f = Fiscal Year
- Uppercase letters and special characters remain as is.
- Digit 9 = sequence number (must be at end of Format)

Examples:

- ABCyy999 = 'ABC' + last two digits of calendar year + three-digit sequence number
- ffff9999 = four-digit Fiscal Year + four-digit sequence number
- 999ABC = Invalid Format

Sequence Number rollover:

• Formats with a Calendar Year or Fiscal Year will reset to zero when year changes.

The following examples demonstrate the results of the formatting:

Req or PO format	Automatically generated number	
DSAyy999	DSA08001	
уу-999	08-001	
ffff9999	20080001	
WRKy9999	WRK80001	

EXAMPLES OF DEPARTMENTS

Below are three examples of departments.

Figure 1 - Requisition department example

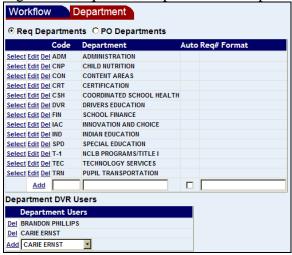


Figure 2 - Purchase Order department example



Figure 3 - Requisition department example

